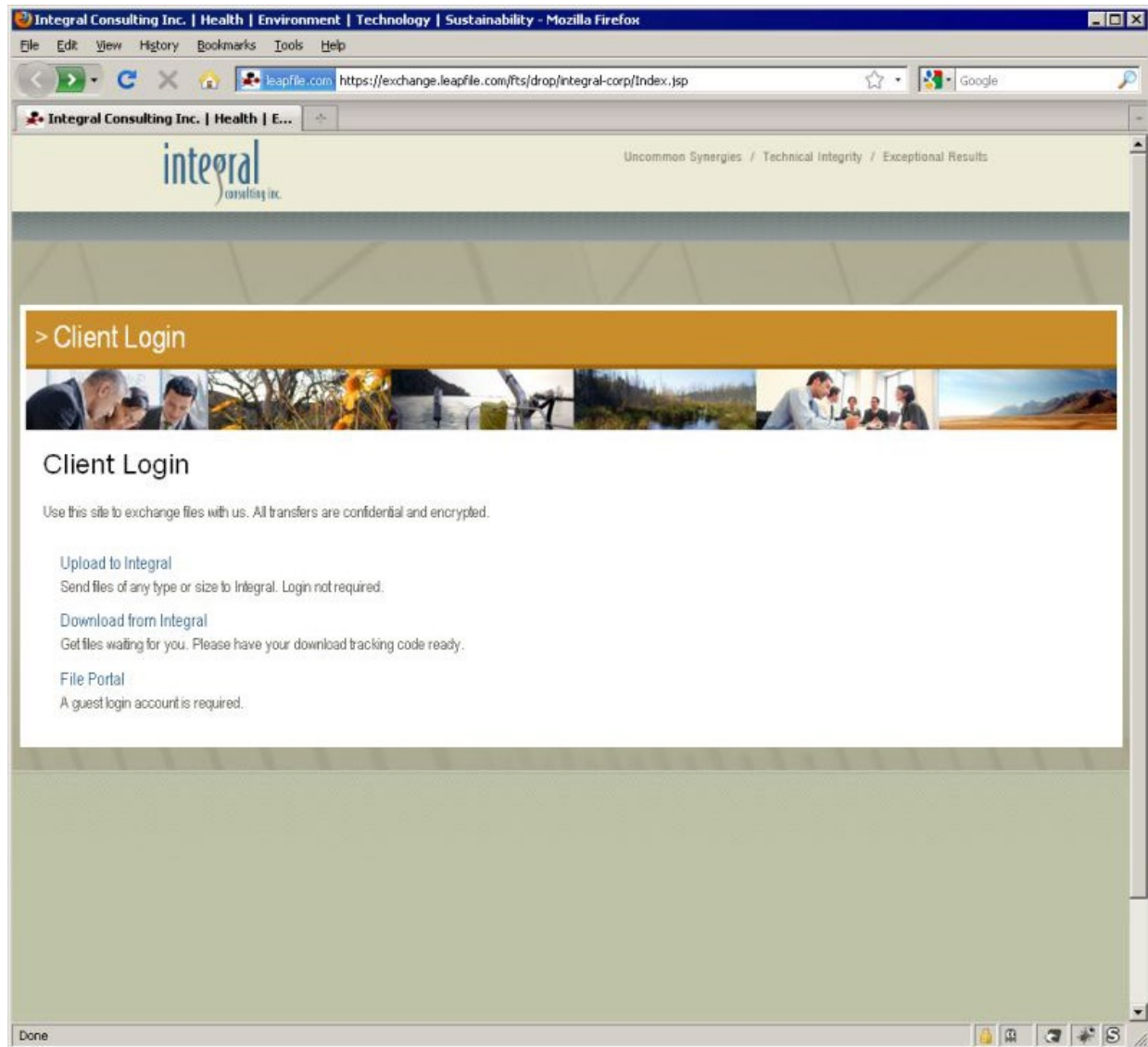


**From:** [Dreas Nielsen](#)  
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**Subject:** Login procedures for the San Jacinto document portal  
**Date:** 04/06/2010 03:17 PM

This e-mail outlines the steps necessary to log in to the document exchange portal that has been set up to provide project documents to Harris County reviewers. After logging in you will be able to download draft and final project deliverables and the project database.

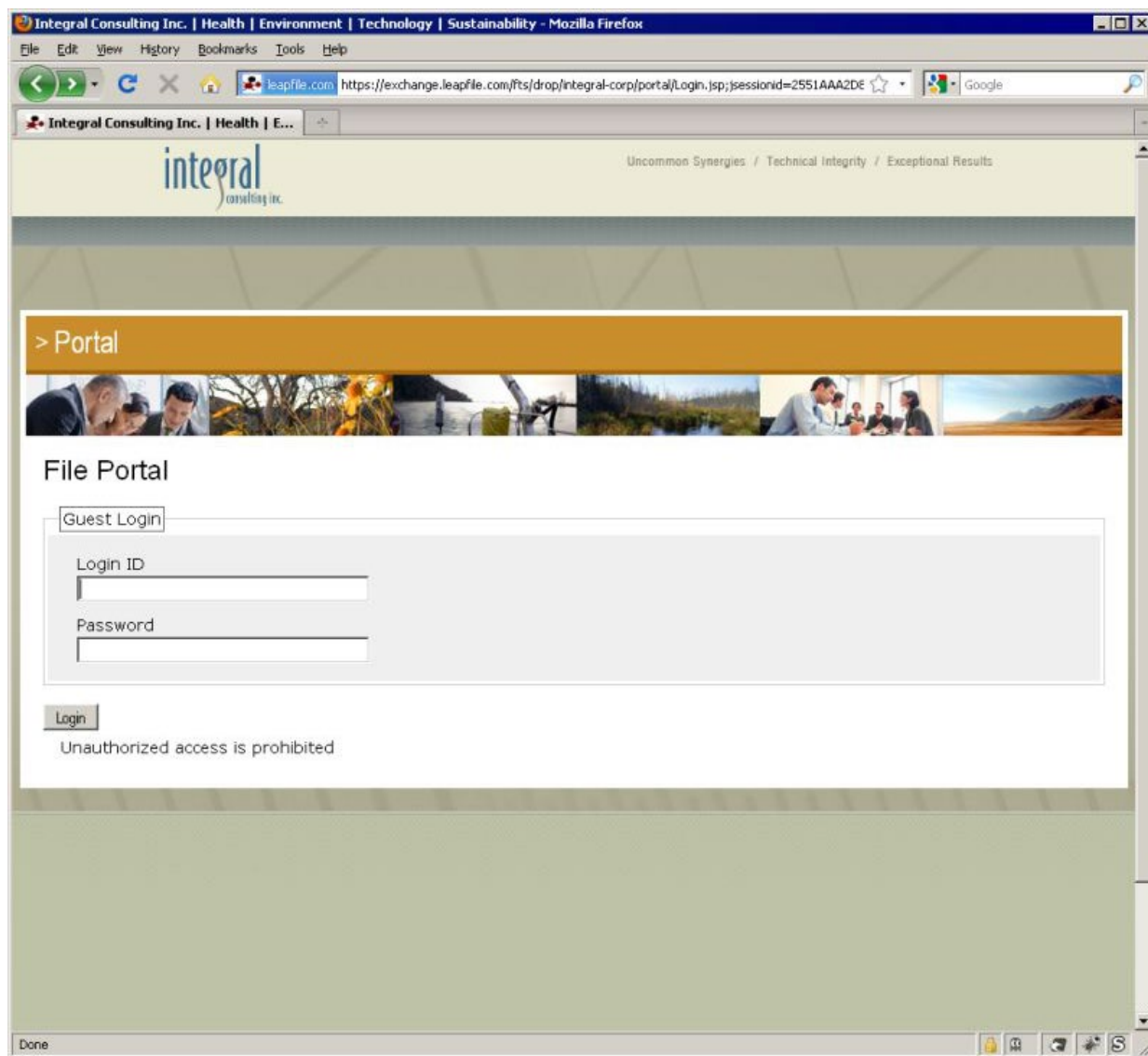
To access the document exchange portal, first open your browser at: <http://integral-corp.leapfile.com/>

You should see a page like the following:



Alternatively you can start at Integral's home page (<http://www.integral-corp.com>) and get to this page by following the "Client Login" link and then the "Secure Portal" link.

After a page like the illustration above appears, click on the link titled "File Portal" at the bottom of this page. You will then be prompted for your login ID and password. The screen that you see will look like this:



Your login ID is your e-mail address. Your password is initially the name portion of your e-mail address (i.e., everything prior to the "@" symbol). If the name portion of your e-mail address is less than 6 characters in length, the final character is repeated as many times as necessary to make your initial password 6 characters in length. When you login for the first time you will be prompted to change your password.

After you enter your login ID and password, you will see a link to the "San Jacinto Harris County" portal. Click on the name of the portal to access the files that are available. Different types of files are stored in different folders within the portal. Currently there are two folders defined, one for deliverable documents and one for the database. There are subfolders within the folder for deliverable documents.

The draft final versions of the sediment sampling SAP and the RI/FS workplan (including the SLERA), as well as the latest version of the database, will be uploaded to this portal on Friday, April 9. Files that are currently available from the portal include:

- Quality management plans for Anchor QEA and Integral
- Selected references cited in the sediment SAP and RI/FS work plan
- A data dictionary for the database.

You can view or download these files individually by clicking on the "Download Latest" button adjacent to each filename. Alternatively, you can click in the check boxes to the left of the file names to select several files and then click on the "Download Selected" button to download the selected set of files all at once.

After you have downloaded the file(s) that you are interested in, you can simply close your browser to exit the portal.

If you have any questions or encounter any difficulty when logging on for the first time, please contact me at [dnielsen@integral-corp.com](mailto:dnielsen@integral-corp.com).

Dreas Nielsen | Senior Managing Scientist

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HEALTH ENVIRONMENT TECHNOLOGY SUSTAINABILITY

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